

Tribhuvan University
Institute of Science and Technology

Course Title: Technical Writing

Course no: ENG-256

Full Marks: 80+20

Credit hours: 3

Pass Marks: 32+8

Nature of course: Theory (3 Hrs.)

Course Synopsis: This course offers a number of tools for writing in technical fields, by presenting clear explanations of key concepts and skills in written communication. The writing process is placed in a systems approach that integrates readings, planning, writing, and revising. Other features include suggestions about how to select, organize and present information in reports, papers and other documents.

Goal: This course presets the types of writing skills students need to have for a career in technology.

Unit 1.

15 Hrs.

Turk & Kirkman, Writing is communicating, Thinking about aim and audience, Organization and layout of information, the use of headings and numberings, Rutherford, Foundations (audience, language and style, organization), Grammar Units (subjects and verbs, agreement: pronouns; pronoun references; avoiding shifts; modifiers; clause and simple sentence; compound sentences; complex and compound – complex sentences; fragments, run-ones, and comma splices; transition words; parallelism).

Unit 2.

15 Hrs.

Turk & Kirkman, Algorithms for complex possibilities and procedures, style for Readability, Writing with a computer, Informative summaries, Choosing and using tables, illustrations and graphic presentation techniques; Rutherford, , Writing Elements, (Technical definitions, technical descriptions, summaries, graphics, instructions, comparisons and contrast), Mechanics Units, (Capital letters; abbreviations and acronyms; end punctuation; commas; parentheses; dashes, brackets, ellipses, slashes, and hyphens; apostrophes; quotations).

Unit 3.

15 Hrs.

Turk & Kirkman, Writing instructions, Writing descriptions and explanations, Writing letters and memoranda, Writing minutes and reports of proceedings, Writing in Examinations: Rutherford, Forms of Technical Communications (technical reports; forms, memos, and e-mail; business; letters; presentations; the job search: resume and letters), Appendices (common symbols and abbreviations; tips for word processing; sample reports; irregular verbs; job applications).

Text books:

Truck, Christopher & John Krikman. **Effective Writing: Improving scientific, technical and business communications.** Second edition. London and New York: E & FN Spoon, 1989. First Indian Reprint, 2003. ISBN 0-19-14660-1.

Futherford, Andreas J. **Basic Communications Skills for Technology.** Second Edition. Pearson Education, 2001. First Indian Reprint, 2001. ISBN 81-7808-281-0

Reference Books:

Lannon, John M. **Technical Writing**, Sixth Edition. New York: HarperCollins 1994. ISBN 0-673-52294-6.

Raman, Meenakshi, and Sangeeta Sharma. **Technical Communications: Principles and Practice**. New Delhi: Oxford University Press, 2004. ISBN 0-19-566804-9.

Gerson, Sharon J., and Steven M. Gerson. **Technical Writing: Process and Product**. Third Edition. Pearson Education Asia, 2000. First Indian Reprint, 2001. ISBN 81-7808-381-7.

Mohan, Krishna, and Meera Banergi. **Developing Communication Skills**. New Delhi: Macmillan, 1990. ISBN 0-333-92919-5

Wehmeier, Sally, Chief Ed. **Oxford Advanced Learner's Dictionary of Current English**. Oxford University Press, 2005. ISBN 0-19-431665-3.

Lafferty, Petter, and Julian Rowe, eds. **The Hutchinson Dictionary of Science**. Oxford: Helicon, 1993,. ISBN 009-177151-X

Evaluation

Effective Writing (EW) – 50%

Basic Communication Skills for Technology (BCST) – 50%

Question Distribution

Unit 1: EW 1 Question

BCST 1 Question

Unit 2: EW 1 Question

BCST 1 Question

Unit 3: EW 1 Question

BCST 1 Question

Question Types

What is communication?

Role of audience in communication

Writing skills

Organization etc.

Reading

Writing

Grammar

Correspondence

Reports/Proposals

Memos

Jos applications etc.